CALL OF THE COLOR	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	05/09
POSITION	COORDINATOR II	MIN. HOURLY	
DEPARTMENT	Police (21-01-521)	WAGE	\$12.9965
JOB CODE	10034	GRADE	G18

PHYSICAL LOCATION:

► 1604 N. Roosevelt Blvd., Key West Police Department.

REPORTING RESPONSIBILITIES:

Report directly to the Bureau Commander as assigned and/or his/her designee.

GENERAL FUNCTIONS:

This is a highly diversified and advanced secretarial, clerical and administrative position. Participates extensively in the administrative office by applying considerable working knowledge of its program and operation under the direction of the assigned Bureau Commander. Performs a variety of complex administrative and secretarial duties, which require complete confidentiality. Responsibility for processing inquiries regarding departmental operations; answering telephones calls; forwarding telephone calls and/or taking messages; greeting visitors and providing information and direction. Ability to be cross-trained to perform other duties of personnel in the Police Department.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a forty (40) hour work-week and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to work with the general public in a polite and courteous manner.
- Compute literate, keyboard and mouse proficient.

EQUIPMENT TO BE USED:

Calculator, photocopier, fax machine, UCR computer, telephone, in-house personal computer

ENVIRONMENT:

Primarily inside air-conditioned office.

PHYSICAL REQUIREMENTS:

	Standing	20%
	Lifting	05%
\triangleright	Reaching/Bending	10%
\triangleright	Using Stairs	15%
	Sitting	50%

DUTIES/TASKS/JOBS:

- Receives and responds to the general public in person and via telephone.
- Maintains schedule of supervisor(s)
- > Develops and maintains special event files.
- Coordinates and schedules meetings, conferences, etc.
- Assists background investigator.
- Research complaints and requests from Police officers.
- Prepares and maintains documents and files relating to Police matters
- Receives, sorts, logs and distributes all incoming mail as well as logging all outgoing materials.
- Produces a finished document form a dictated, recorded or handwritten source.
- Maintains control records on action documents and follows up work in progress.
- Prepares work orders, when necessary.
- Fills in for other departmental support staff when they are on annual, sick, personal or other time away from work.
- Sets up spreadsheets as required.
- Compose and type correspondence for Bureau Commander's signature, and others as assigned.
- Answer telephones and take messages.
- Receives questions and complaints from citizens both in person and on the telephone.
- Maintain time sheets as assign or needed.
- Enter Daily Activity Reports, Vehicle checklists, and Officer Inspections for Patrol and Motor Divisions.
- Maintain file and list of Incident Reports.
- Enter, print and mail all victim follow-up letters. Enter any follow-up information and returned correspondence information.
- Senerate and Mail out correspondence for Community Affairs
- Compose & distribute various correspondences for Accreditation.
- Relief for Executive Assistant to the chief when on vacation/leave.
- Assist Training officer with filing and various tasks.
- Mail out various correspondences for the Bureau of Professional Standards.
- Distribute Departmental Directives for Accreditation Manager.
- Assist with preparation of yearly Budget.
- Assist with Budgetary expenditures.
- > Generate certificates, brochures and presentations.
- Retrieve and send e-mail correspondence as needed.
- Type performance evaluations.
- Create databases and perform mail merge for Office of Professional Standards.
- Enter, Maintain, track and print daily, monthly, and special events reports for overtime expenditures.
- Maintain City Ordinance manual by incorporating effective changes.

AS NEEDED FOR OTHER DEPARTMENTS:

- Transcribe recorded tapes of 911 calls, Detective's Interviews, Internal Affairs Interviews, and Chief's correspondence.
- Copy and distribute Policy & Procedures for Bureau of Professional Standards.
- Copy and distribute materials for Chief's office.
- Lunch/vacation relief for Detectives/Special Ops Secretary.
- Answer telephones and take messages.
- Maintain list of Police Reports completed.
- Prepare Hot Sheets and distributes from previous days Police Reports.

- Enter Pawn Tickets in computer.
- Receive, sort and distribute mail for all Divisions of Police Department.
- Enter Vehicle Work Orders in computer.
- Receive and log subpoenas, and forward to watch commanders.

REQUIRED KNOWLEDGE/SKILLS/ABILITY/QUALIFICATIONS:

- Ability to maintain good relationships with fellow workers and personnel from other agencies.
- Ability to handle stress of meeting deadlines.
- Ability to work overtime as required, meeting deadlines.
- Ability to process other types of information as required and performs other job duties as they arise.
- Ability to be cross-trained to perform other duties of the personnel in the Police Department.
- Ability to refrain from smoking tobacco while in a public building.
- Ability to communicate both orally and in writing in the English language.
- Properate or learn to operate in-house computer (UCR) for data input/retrieval purposes.
- Knowledge of standard office procedure with basic office machines, i.e., calculator, photocopier and fax machine.
- Sufficient corrected or uncorrected eyesight to read fine and computer screens for extended periods of time.
- Must pass all oral interviews, psychological tests, and all appropriate post-hire medical examinations and other examinations involved in the hiring process.
- For Graduation from a standard high school or equivalent in education and/or experience.
- > Typing speed of 45 wpm as certified by City of Key West HR Department.
- ➤ Proficient in Microsoft Office Excel/Word/Outlook.
- Minimum three years responsible secretarial/administrative office experience.

Periodically duties, equipment, materials, and/or job setting, other than those listed are required and will be considered as part of the regular job while in effect.

The listing of tasks is no way to be considered a complete listing of all possible tasks, nor is the
requirement for an ability or skill a guarantee that the ability or skill is going to be used.
If the Department has produced a job task analysis profile for this position, additional specific duties,
tasks and responsibilities may be contained there in.

I,	, have read this job description and
hereby agree with the above noted "Acknowledgments	", that I meet the requirements and
qualifications and if hired, can perform these and relat	ted duties as assigned. I further affirm that I
understand this job description may be amended perio	dically, as is the right of the City.

Applicant Signature

Date

THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETRANS PREFRENCE EMPLOYER
& DRUG-FREE WORKPLACE

Apply at: City Hall, Office of Human Resources 525 Angela Street Key West, FL 33040

Telephone: (305) 809-3714

Revised: 6/2/09